

BI-LINGUAL INTAKE COORDINATOR

Supervisor	Clinical Services Director
FLSA Status	Full-time, exempt
Salary Range	\$45,000-\$52,000
Application deadline	February 10, 2017

Summary

Safe Shores – The D.C. Children's Advocacy Center is an organization striving for excellence as a service provider and as a workplace. Safe Shores values respect, honesty, trustworthiness, professionalism, growth and learning, taking care to give care, innovation, teamwork and collaboration. We are seeking a highly skilled, experienced, respected and resourceful mental health professional who can work well as a member of our team and is passionate about developing and implementing innovative, effective solutions to help children and families heal.

The Bi-Lingual Intake Coordinator is responsible for receiving and processing referrals and conducting intakes with potential clients for therapeutic services to help children and caregivers cope with and recover from experiences of child sexual or physical abuse or exposure to other violent crime. This position is required to participate in the on-call rotation for after hours and weekend crisis intervention services. This position is a mandated reporter for child abuse and neglect under District of Columbia Statute § 4-1321.02

Essential Qualifications

- Ability to successfully pass Child Protection Registry clearance and an FBI criminal background check
- Bachelor's Degree required in psychology, social work, or related field
- Oral and written fluency in Spanish
- Ability to communicate effectively in writing and orally to a variety of individuals and groups
- Training in trauma, trauma-focused interventions, and crisis intervention;
- Ability to work with caregivers, children and adolescents, ranging in age from 5 to 17
- Familiarity with and a disposition toward the multi-disciplinary team approach to the investigation and prosecution of child abuse cases
- Superb interpersonal skills; high level of cultural competence
- Superior organizational skills and attention to detail; ability to work independently

Preferred Qualifications

- Master's Degree in social work
- Experience working in a Children's Advocacy Center setting and/or a Mental Health practice
- Knowledge of investigative, social services and legal system in the District of Columbia
- High level of comfort with technology and proficiency with MS Office applications and the internet

Primary Areas of Responsibility

- Review therapy referrals and process according to Safe Shores' clinical policies and procedures
- Conduct psycho-social intakes and assessments with children, adolescents, and parents to identify strengths, needs, and appropriate interventions
- Maintain and assure quality and confidentiality of electronic and paper files and statistical tracking
- Participate in individual clinical supervision and case review, program peer review, and in-service trainings
- Share appropriate information with MDT partners; collaborate with team members in planning care for children/adolescents and arrange services
- Provide non-offending family members with clinical consultation, parent education, and therapeutic referrals
- Respond to crisis situations with clients
- Participate in on-going training and professional development activities including individual supervision and peer review

Other Duties Include:

- Consult with members of the multi-disciplinary team as requested or as deemed necessary
- Participate in MDT and organization-wide planning efforts
- Work with clinical director to recruit and supervise volunteers
- Vet at least one outside agency provider a month
- Other duties as assigned

Application Process

Candidates must submit all of the following information by February 10, 2017 to be considered for the position:

1. Curriculum Vitae
2. Proof of Licensure in the District of Columbia or statement regarding license eligibility
3. Personal statement indicating your interest in the position and how your experiences will benefit Safe Shores
4. Three professional references

Application materials must be submitted by via email in MS Word or pdf format to jobs@safeshores.org (subject line should read "Bi-Lingual Intake Coordinator Search" and include the applicant's first and last name) or mailed to 429 "O" Street, NW, Washington, DC 20001, Attn: Bi-Lingual Intake Coordinator Search. Please, no walk in's or unsolicited contacts.

Equal Opportunity Employer

Safe Shores – The DC Children’s Advocacy Center is committed to the principle of equal employment opportunities for all employees, as well as providing them with a work environment free of discrimination and harassment. All employment decisions at Safe Shores – The DC Children’s Advocacy Center are based on business needs, job requirements, and individual qualifications, without regard to race, color, religion or belief, nationality, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital status, past or present military service, family medical history or genetic information, family or parental status, or any other protected status. Safe Shores – The DC Children’s Advocacy Center will not tolerate discrimination or harassment based on any of these characteristics.